

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-631

OPEN PERIOD:

11/20/2009 – 12/4/2009

JOB TITLE:

Management Analyst

PAY GRADE AND SERIES:

GS-0343-09/11

PAY RANGE:

\$49,765 - \$78,269

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**PDCN #:** 70571000**Security Clearance Required:**

Secret

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of WO1 through WO3 or O-1 through O-3.

Compatible Military Grade Assignment: MOS WO 420A, OFF 42A.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Joint Force Headquarters—State, Operations Directorate (J-3). The purpose of this position is to serve as a Management Analyst with responsibility for conducting reviews, studies, and analyses of administrative programs to assess the effectiveness of staff functions. Both written and oral reports and recommendations are provided to the Director J3 and staff.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

Management Analyst GS-0343-09 (Trainee): Must have 24 months of specialized experience which demonstrates knowledge of the National Guard organizational structures, functions, procedures, and techniques; experience which demonstrates the ability to apply practices, theories, techniques, and methods of management; experience which demonstrates the ability to analyze and interpret policies and procedures of local management; experience which demonstrates the ability to gather, assemble, and analyze facts; draws conclusions and develop solutions to assigned problems; experience in working with people from various trades of backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; experience which demonstrates the ability to present and discuss complex matters in a clear and convincing manner.

Management Analyst GS-0343-11: Must have 36 months of specialized experience which demonstrates a detailed knowledge of National Guard organizational structures, functions, procedures and techniques; experience which demonstrates the ability to apply practices, theories, techniques, and methods of management; experience which demonstrates the ability to analyze and interpret policies, procedures of higher headquarters/management as to applicability to current policies and procedures; experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; experience which demonstrates the ability to present and discuss complex matters in a clear and convincing manner.

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques.
2. Ability to apply practices, theories, techniques, and methods of management.
3. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability.
4. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.
5. Ability to orally present and discuss complex matters in a clear and convincing manner.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in fields directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet)::

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you

provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER